

## **LIFE SAFETY AND PROPERTY PROTECTION**

### **EMPLOYEE LICENSING REQUIREMENTS**

1. **Please complete all pages of a new employee application and signatures in blue ink only.**
2. Employee **MUST** fill out all pages of the new employee application, list a current email address, and **MUST** be signed by the employee and employer. **Note: Employee cannot** have a P. O. Box for a physical address. If employee has a different mailing address from his physical address, please document that on the application. Please fill out only one application per employee and **check off all** endorsements for which you are applying.
3. Employees **must** submit a digital color photograph of themselves that shows the whole face. Digital photographs must be saved to a CD in JPG format and submitted with the application or they may be emailed. **Photos with sunglasses, hats, etc. will not be accepted.** Failure to send the photo will result in a delay of the process. Excessively large photos will not be accepted.
4. Submit a copy of employee's current/valid driver's license. If employee has a renewal sticker on the back of your driver's license, please send a copy of the back of the applicant's license. This will enable our office to verify required information. The copy of the driver's license **MUST** be attached to the employee application. Please **do not** email the copy of the driver's license.
5. Submit a company check or money order made payable to "**Office of the State Fire Marshal**" if not already included with the firm application. **NO CASH or PERSONAL CHECKS accepted.**
6. **All employees must be W-2 paid employees of the firm for which they work.** Each firm must have a qualifier and the qualifier must fill out an affidavit designating the endorsements for which he qualifies. If the owner is a qualifier, he/she need only fill out the owner qualifier page.
7. **ALL** Property Protection employees **MUST** submit a fingerprint card from their local law enforcement agency, an application for a fingerprint background check (form found on our website) to be conducted and a **check in the amount of \$38.00, made payable to the Department of Public Safety** for the **fees required for the background check.**
8. Copy of NICET certificate or certificate of completion results for all requirements of employees and/or qualifiers.

**Note the following:**

**\*\*SFM Licensing section is no longer testing for any type of license. Information regarding endorsement requirements and continuing education units, please refer to our website [www.lasfm.org](http://www.lasfm.org) (click Code Enforcement/Licensing/Life Safety & Property Protection Advisory Board/ scroll to Life Safety & Property Protection Policy & Procedures Manual.**

**\*\*Each employee must obtain eight (8) continuing education units by their renewal date. The certificates are to be kept on file with their firm. Individuals must obtain at least 50% of their continuing education hours from categories number 1, 3, 4, or 6 of the Approved Continuing Education courses and Methods List (Refer to website for LSPP Policy & Procedures Manual located under LSPP Advisory Board)**

**NOTE: Employees should notify this office within ten (10) days, by use of an employee application, if there are any changes of personal address, phone number or company.**